



VOLUNTEER ADMINISTRATIVE ASSISTANT

Unpaid Volunteer Position Description

Reports to: Executive Director

Hours: After initial in-office project orientation, this opportunity will require **4 hours/week** at our Norfolk Office. Location: 809 Brandon Ave, Suite 300, Norfolk, VA 23517.

Description: Volunteer will provide administrative support at the Norfolk Office and report to the Executive Director of Tidewater Arts Outreach. Laptop/workstation provided by TAO. (Does *not* require heavy lifting.)

Primary Tasks:

- Assist with light accounting, such as invoicing, as needed. (QuickBooks knowledge preferred.)
- Assist with contact and program data entry/database management in: Microsoft Access, Google Drive/Docs, and other software programs as needed.
- Assist with meeting scheduling and ED's calendar.
- Have his/her own transportation/vehicle.
- Assist with mailing to TAO donors, volunteers, and constituents

Secondary Tasks:

- Assist in printing reports and collating materials for Board and Committee Meetings
- Other assignments as needed.

Skills, Education and Experience

- Possess a formal higher education and/or professional work experience including office administration, and writing equivalent to a college degree.
- Be an organized self-starter with excellent communication skills, comfort with internet research and mastery of Microsoft Office suite software.

Volunteer/Intern must supply a copy of current driver's license or Government issued ID for identification purposes. All applicants are subject to a background check.

Applicants will be accepted on an ongoing basis. Complete the [Volunteer Application](#) and submit **Resume and Cover Letter**, along with the **days and times you are available** to: Volunteers@TidewaterArtsOutreach.org .